

Central Intelligence Agency



Washington, D. C. 20505

20 October 1986

TO WHOM IT MAY CONCERN

FROM: [REDACTED]

Deputy Director of Training and Education

SUBJECT: Recommendation - [REDACTED]

[REDACTED] worked for the Office of Training and Education for approximately 11 years. During that time she worked as a Training Assistant in my Division for close to three years. I had occasion to observe her job performance on a daily basis during that period. Her duties were approximately 50% administrative (typing, word-processing, telephone procedures) and 50% related to classroom activities, including one-on-one tutorial instruction for students in a wide variety of computer skills.

[REDACTED] is a solid, dependable worker. She has good work habits which will be useful in a variety of job settings. She also has highly developed skills using a word-processor or computer terminal. It is my pleasure to recommend her for employment in any job setting which is a suitable match with her skills and experience.